



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate
Storm Sewer System (MS4) Permit MNR040000
reissued with an effective date of August 1, 2013
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: Centerville *County: Anoka
(city, county, municipality, government agency or other entity)

*Mailing address: 1880 Main Street

*City: Centerville *State: MN *Zip code: 55038

*Phone (including area code): 651-429-3232 *E-mail: dlarson@centervillemn.com

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Larson *First name: Dallas
(department head, MS4 coordinator, consultant, etc.)

*Title: Adminstrator

*Mailing address: 1880 Main Street

*City: Centerville *State: MN *Zip code: 55038

*Phone (including area code): 651-429-3232 *E-mail: dlarson@centervillemn.com

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Paul First name: Palzer
(department head, MS4 coordinator, consultant, etc.)

Title: Public Works Director

Mailing address: 1880 Main Street

City: Centerville State: MN Zip code: 55038

Phone (including area code): 651-429-4750 E-mail: ppalzer@centervillemn.com

Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Paul Palzer
(This document has been electronically signed)

Title: Public Works Director Date (mm/dd/yyyy): 1/9/2014

Mailing address: 1880 Main Street

City: Centerville State: MN Zip code: 55038

Phone (including area code): 651-429-4750 E-mail: ppalzer@centervillemn.com

Note: The application will not be
processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Informal partnership with Rice Creek Watershed District (RCWD)	MCM 1,2,3,4,5,6 & 7. RCWD reviews and enforces all requirements of the MS4 activities within the city as required by city ordinance 157.

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

We will try formalize our relationship with RCWD where there staff and expertise can be used to provide assistance in meeting our MS4 requirements.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language

☐ Policy/Standards ☐ Permits

☐ Rules

☒ Other, explain: The City by policy requires Rice Creek Watershed District permits for any required land disturbing activities per state law.

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code Chapter 51.11-51.34 Regulating Stormwater illicit discharge

Direct link:

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language

☐ Policy/Standards ☐ Permits

☐ Rules

☒ Other, explain: RCWD Permit required by City Code Chapter 157

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code Chapter 157

Direct link:

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The city is investigating a formal agreement for the RCWD to perform all review, permitting & inspection activities under their jurisdiction within the city

We will update our construction site runoff control mechanism to match the MPCA general permit to Discharge Stormwater Associated with Construction activity. This update will be completed within 6 months of permit coverage.

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

We will add the requirement for recording rainfall events to our city ordinance with 6 months of permit coverage..

Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities? ☐ Yes ☒ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☐ Ordinance

☐ Contract language

☐ Policy/Standards ☐ Permits

☐ Rules

☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

- B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
 - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).
 - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
 - a. Limitations ☐ Yes ☒ No
 - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
 - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
 - a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.
 - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow ☐ Yes ☒ No

exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
 - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
 - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
 - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
 - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
 - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
 - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

The ordinance will be updated to meet Permit Part III.D.5 requirements, including to require no net increase in TSS and TP. The updates will also address limits on infiltration, mitigation procedures maintenance agreements for non-City owned structural BMPs. We will work with RCWD to coordinate our efforts and use their expertise and resources to meet MS4 requirements. The ordinance updates will be completed within 6 months of permit coverage.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:
We will document and publish the processes we used to enforce stormwater management in the City. These ERPs will be done within 6 months of permit coverage.

B. Describe your ERPs:

Our construction stormwater ordinance outlines the process the city follows for failure of a contractor to make corrections in the allotted time. 157.1(c).

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

Our map is updated with staged developments and road projects..

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☒ Yes ☐ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☒ Yes ☐ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☒ Yes ☐ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☒ Yes ☐ No
2. A geographic coordinate. ☒ Yes ☐ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☒ Yes ☐ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. ☒ Yes ☐ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

We hold an annual meeting to address storm water issues and provide information to the public with brochures & website information

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Articles on storm water	On going on website and kiosk
Brochures	Work with RCWD to create public information on stormwater pollution issues. Stocks replenished annually for distribution in city kiosk.
BMP categories to be implemented	Measurable goals and timeframes
brochures	Stock kiosk by June, 1, each year and track numbers distributed
website	Update seasonal storm water items by May 1 each year and track hits generated
Evaluate public education program	Review program annually and update as necessary

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Dallas Larson, City Administrator

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

We hold an annual meeting for public input to storm water issues.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Hold annual meeting on or about May 1 each year	Advertise in local paper and record the meeting & record comments

BMP categories to be implemented	Measurable goals and timeframes
Storm drain stenciling	Work with volunteer groups to keep storm drains identified with fish stencils annually
Annual meeting	Post minutes on website within 30 days of annual meeting

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Dallas Larson, Administrator

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

RCWD investigates all reported incidents

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). ☐ Yes ☒ No
- Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. ☒ Yes ☐ No
- Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. ☐ Yes ☒ No
- Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. ☐ Yes ☒ No
- Procedures for the timely response to known, suspected, and reported illicit discharges. ☐ Yes ☒ No
- Procedures for investigating, locating, and eliminating the source of illicit discharges. ☐ Yes ☒ No
- Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. ☒ Yes ☐ No
- When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Centerville is a relatively new city with 99% of all structures on city sanitary sewer, thus sewage is not a likely illicit discharge. We informally do some of the requirements noted above. We will develop written procedures and provide training to all field staff on recognizing and reporting illicit discharges. In conjunction with RCWD, we will develop ERP's in compliance with 2-a-h. This will be completed within six months of permit coverage.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Storm sewer map	Complete for all storm water features & label
	.
BMP categories to be implemented	Measurable goals and timeframes
Employee Illicit discharge training	Train staff in illicit discharge detection by 8-1-14
Identification of priority areas for ID detection	Determine high risk areas within six months and complete inspections within 7 months of coverage
Public IDDE information program	Distribute educational materials on IDDE

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

We will create a process and form for documenting illicit discharges within the City This will be done in conjunction with creating the ERPs required by this permit. The ERPs will be completed within 6 months of permit coverage.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Paul Palzer, Public Works Director and Dallas Larson, City Administrator

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

RCWD does weekly inspections of all sites & monitors construction activity within the city-reports are filed with City..

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☐ Yes ☒ No
 - Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
 - Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
 - Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
 - Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
 - Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
 - Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☐ Yes ☒ No
 - Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No

- f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
- g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

We will develop the written procedures and checklists required by the permit MCM 4 with 6 months of permit coverage. This will be in conjunction with other ERPs required under this permit.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance (City Code Chapt. 157)	Adopted ordinance & enforce for all construction sites
Construction site implementation of erosion & sediment control BMP's	The city utilizes BMP guidance from MPCA, BWSR, RCWD, City Engineer when recommending/selecting BMP's for projects.
Waste Controls for Construction Site Operators	Enforce Code requiring dumpsters and proper disposal of construction debris.
BMP categories to be implemented	Measurable goals and timeframes
Construction Site Inspections and Enforcement	Refine inspection of sites for erosion problems utilizing staff and expertise of RCWD where applicable. Complete by 8/1/2014
Ordinance update	Update city Code with ordinance amending as needed to meet MPCA General Permit associated with Construction activity within six months.
Fact Sheet	Work with RCWD to develop fact sheet to be handed out with permit applications within six months.
Inspection	Work with RCWD to develop a common inspection record system.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Paul Palzer, Public Works Director and Dallas Larson, City Administrator

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

Permanent stormwater controls are approved by City and RCWD during plan review. Maintenance agreements are executed for all stormwater treatment devices not owned and maintained by the City. Easements are obtained for all stormwater storage areas that will be maintained by the City.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☒ Yes ☐ No
- b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No

- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☒ Yes ☐ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The City will develop process in cooperation with RCWD for approval and other requirements of 3-b for mitigation projects and legal mechanisms required in 3-d within one year of permit coverage.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Long-term maintenance of BMPS	The city has a program for annual inspection and cleaning of structural BMPS..

BMP categories to be implemented	Measurable goals and timeframes
Ordinance updates to include Post Construction Stormwater Management	Complete by 8/1/14
Long term maintenance of BMP's	The city has a program for annual inspection & cleaning of structural BMP's

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Dallas Larson, City Administrator

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

All public works vehicles and equipment are stored on concrete floors in buildings. Leaks are corrected as soon as they are discovered and all liquids are absorbed and placed in waste containers for disposal. Road Salt is stored in a covered building, Stockpiles of soil and gravel are located away from storm inlets and conveyances.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☒ Yes ☐ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the

BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Annual street sweeping	The streets are swept in the fall to remove leaves & debris
Annual inspection & maintenance of structural storm water treatment devices	The city inspects & cleans all structural storm water treatment devices each year
Inspection of 20% of all storm water ponds annually	Complete inspection and monitoring of ponds and prioritize repairs
Inspect all outfalls annually	Complete inspection of outfalls and schedule repairs
BMP categories to be implemented	Measurable goals and timeframes
Employee training	Develop employee training program by 8/1/14
Pond Assessment Procedures	We will develop a program to monitor ponds to verify operational effectiveness for TSS & TP treatment

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☐ Yes ☒ No

a. If **no**, continue to 6.

b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☐ Yes ☐ No

2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☐ Yes ☐ No

c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☐ No

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☒ Yes ☐ No

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:

a. Addresses the importance of protecting water quality? ☐ Yes ☒ No

b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No

c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Inspection procedures (item 7) will be developed within six months of permit coverage.

Employee training program will be developed within twelve months of permit coverage.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Paul Palzer, Public Works Director and Dallas Larson, City Administrator

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program

RCWD Permit #	Water Body ID New #	Water Body Type	Water Body Common Name - Address	Water Body Location X Coordinate 45-	Water Body Location Y Coordinate 93-	Year Built
	1	Pond	East of County Road 54 and North of Fairview Street	08'58.06	03'34.09	1950
01-004	2	Pond	Grouse Hollow	09'11.51	03'08.53	2001
01-004	3	Pond	N Dupre & W Mallard Way	09'13.82	03'15.91	2001
01-004	4	Pond	N Dupre & E of CVR	09'14.35	03'19.46	2001
00-066	5	Pond	Widgeon Circle	09'14.59	03'28.02	2004
01-004	6	Pond	E of Mallard Way	09'16.09	03'10.43	2001
00-066	7	Pond	Hunters Trail	09'19.05	03'26.50	2000
01-004	8	Pond	Dupre & Partridge Place	09'19.63	03'00.90	2006
	9	Pond	West of County Road 54 and South of Center Street	09'12.15	02'35.11	2005
99-075	10	Pond	SE Of Fairview	09'18.92	02'17.82	2002
01-004	11	Pond	1739 and 1743 Partridge Place	09'22.26	03'14.77	2001
00-006	12	Pond	Deer Court	09'25.31	03'34.26	2000
79-001	13	Pond	1752 Center Street	09'26.07	03'11.28	1979
87-020	14	Pond	Center & Sumac Ct	09'25.11	02'44.22	1987
97-126	15	Pond	Laurie Lamotte	09'26.29	03'39.35	1997
98-091	16	Pond	1937 Eagle Trail and Center Street	09'31.52	02'39.54	1998
98-091	17	Pond	1953 Eagle Trail and North of Center Street	09'33.70	02'33.58	1998
01-004	18	Pond	SE of Partridge Place	09'18.80	02'51.54	2006
98-016	19	Pond	Meadow Ct S	09'33.02	03'05.20	1998
	20	Pond	East of 20th Ave and South of JD #3			
96-104	21	Pond	East of Portage Way	09'35.82	02'58.01	1996
98-091	22	Pond	Brian Ct & Eagle Tr	09'35.97	02'39.04	1998
98-016	23	Pond	East of Meadow Lane and West of Portage Way	09'35.82	03'04.99	1998
96-104	24	Pond	Eagle Tr & Brian Dr	09'36.35	02'46.86	1996
98-091	25	Pond	West of County Road 54 and North of LS #3	09'31.97.77	02'33.73	1998
	26	Pond	West of 6805 20th Avenue	09'13.07	02'40.84	1994
97-128	27	Pond	Chauncey Barret	09'38.38	03'20.82	2003
97-128	28	Ditch	Chauncey Barret			1997
05-017	29	Pond	South of Dupre and West of Centerville	09'08.46	03'23.72	2006
06-052	30	Pond	7261 County Road 14			2006
97-128	31	Pond	Chauncey Barett N	09'40.12	03'20.89	1997
96-036	32	Pond	Brian Court	09'41.24	02'39.24	1996
95-017	33	Pond	Southeast of Cottonwood and West of Eagle Brook Building	09'41.18	02'31.40	1995
96-104	34	Pond	Eagle Tr & Dupre Rd	09'41.49	02'56.66	1996
	35	Pond	South of Center West of County Road 54 / East of Dupre			
	36	Pond	Cottonwood & JD #3	09'40.10	02'32.84	1995
96-104	37	Pond	South of Eagle Trail and East of Dupre Road	09'41.89	03'03.56	1996

95-017	38	Pond	7041 20th Ave	09'42.93	02'31.57	1995
95-017	39	Pond	SE Old Public Works	09'43.80	02'27.61	1995
98-091	40	Pond	Southeast Eagle Trail and West of County road 54			1998
96-104	41	Pond	Eagle Tr & Jd #3	09'43.94	02'51.10	1996
06-052 &87-051	42	Pond	S of Northern Forest Prod.	09'44.30	02'17.56	1987
	43	Pond	South end of town between Centerville Road and 20th Ave	09'06.02	02'52.57	1950
96-036	44	Pond	East of Cottonwood Court	09'44.83	02'35.08	1996
96-107	45	Pond	Eagle & JD #3	09'45.45	03'00.72	1996
06-052 & 92-102	46	Pond	1880 Main St	09'46.43	02'49.50	1991
96-036	47	Pond	East of Cottonwood and West of Water Tower	09'45.65	02'33.95	1996
06-052 & 87-051	48	Pond	West of Goetz landscaping	09'46.49	02'22.04	1987
06-052 & 92-102	49	Pond	East of City Hall and South of Main Street	08'59.17	03'26.30	1988
96-104	50	Pond	Main & Dupre	09'48.58	03'08.90	1996
00-090	51	Pond	Central Bank - 7111 21st Ave	09'51.25	02'12.26	2000
	52	Pond	Brian Way & 20th	09'52.94	02'35.50	2003
96-138	53	Pond	Main St & Willow Glen	09'52.85	02'19.27	1996
87-054	54	Pond	S. of Houle Circle	09'53.15	02'59.94	1988
97-002	55	Pond	Lakeland & School S	09'59.23	03'23.38	1997
87-054	56	Pond	Graingeview	09'58.29	03'12.68	1987
	57	Pond	6719 Centerville Road	09'00.88	03'27.73	
96-138	58	Pond	Willow Glen SE	09'55.81	02'18.14	1996
97-002	59	Pond	Lakeland & School N	10'00.18	03'23.23	1997
97-002 & 06-052	60	Pond	North of Main St. & Lakeland N.	10'04.36	03'31.18	1997
97-002	61	Pond	North of Main St. & Lakeland N.	10'01.88	03'27.96	1997
96-138	62	Pond	Willow Glen NE	10'02.60	02'15.02	1996
87-054	63	Pond	Clear Ridge	10'02.42	03'13.81	1987
88-152	64	Pond	Brian Dr & Brian Way	10'00.34	02'39.08	1998
90-043	65	Ditch	East of Brian Drive and South of 72 Street			1990
97-002	66	Pond	Lakeland & Lakeland W.	10'63.74	03'28.28	1997
87-054	67	Pond	Fox Run & Hayfield	10'01.34	02'59.54	1988
87-054	68	Pond	McBride Park	10'05.38	02'50.15	1987
97-002	69	Pond	Lakeland & Lakeland	10'06.35	03'26.60	1997
06-052 & 97-002	70	Pond	Main St. N. of Lakeland	10'06.73	03'35.40	1997
90-043	71	Pond	N of 72nd	10'06.89	02'39.21	1991
87-054	72	Pond	Clear Ridge North	10'09.78	03'10.95	1987

97-002	73	Pond	North of Lakeland Cir.	10'08.05	03'33.60	1997
90-043	74	Pond	Brian Dr W & 73rd S	10'09.70	02'43.66	1993
01-117	75	Pond	Mound Court	10'15.32	04'10.27	2002
05-017	76	Pond	East of Beaver Pond Way and West of Hunters Ridge Lane	09'08.35	03'32.33	2005
90-043	77	Pond	73rd N Brian Dr W	10'13.64	02'44.99	1993
99-042	78	Pond	North of 73rd E and East of Brian Drive	10'16.45	02'33.01	1999
93-114 & 95-129	79	Pond	South of Revoir St.	10'17.72	02'53.29	1993
	80	Pond	Peltier Circle S.	10'18.25	03'13.17	2003
	81	Pond	Peltier Circle N.			2003
98-088	82	Pond	West of Brain Dr. & Acorn Park	10'18.80	02'45.82	1999
96-107	83	Pond	North of Dupre and Meadow Lane			1996
	84	Pond	Peltier Circle & Peltier Lake	10'22.99	03'16.81	2003
99-042	85	Pond	North of 73rd and East of Brian Drive	10'16.47	02'35.70	1999
99-042	86	Pond	Deer Pass Dr	10'21.79	02'28.31	1999
06-052	87	Pond	East of Dupre and South of Main Street			2007
06-052	88	Pond	East of Progress and North of Main Street			2007
97-002	89	Pond	South of Lakeland and East of Main Street			2007
05-110	90	Pond	South of Commerce Drive			2006
05-012 & 95-081	91	Pond	6995 Centerville Road / St Genève	09'40.18	03'30.72	2006
	92	Pond	6709 Centerville Road	08'59.17	03'26.30	
98-088	93	Pond	East of Brian Drive and North of 73rd	10'18.35	02'38.88	1998
10-075	94	Pond	Anoka Regional Park Reserve			2011
05-110	95	Pond	South of Commerce Drive			2006